

## Section 7: Monitoring Reviews

1. The Sponsor complies with the Federal and state monitoring policies and monitors staffing standards. Each Sponsor uses the Minute Menu System (MMS) monitoring form to record the results of monitoring reviews. Monitors document children in attendance on the MMS monitoring form at each monitoring review. Monitoring visits may **NOT** be used to conduct or replace annual training requirements. [USDA Memo CACFP-690]
2. Each participating Provider is monitored a minimum of three (3) times per FY with no more than 6 months elapsing between monitoring reviews. The State agency does not allow averaging of required monitoring reviews as described in 226.16(d)(4)(iv).
3. If the Provider is not present for a monitoring review and a substitute care provider is caring for the children, the review can be completed as planned and counted as a monitoring visit. The Provider must be present for at least one of the monitoring visits during the year.
4. Two (2) monitoring reviews each FFY must be unannounced and one (1) monitoring review may be announced per year.
5. A meal service is observed during at least one (1) unannounced monitoring review per FY. To count as an observation of a meal service, the monitor must be present at the start of the CACFP meal to see that the children are seated at a dining table for the meal and an adult is seated at the dining table with them during the meal. The monitor will assure that the menu offered is the same as is posted, that the minimum quantities of all of the required meal components are provided. The total amount of food served for the meal must be sufficient to meet the children's appetite and energy needs. Documentation is made of the number of children attending the meal. If two shifts of a meal are scheduled, observation of one shift of a meal service is sufficient to count as a meal observation completed for purpose a monitoring review.
6. Providers who regularly claim meals during evenings, weekends and holidays will have one (1) monitoring reviews performed at least annually during evenings, weekends and/or holidays.
7. The Sponsor performs a 100% complete parent survey if a Provider is monitored on two occasions (for any shift) in one FY where the Provider is present but no children are in attendance and meals are claimed for the day(s) in question.
8. All Providers must notify their Sponsor of days when they will not be at the day care home (DCH) providing meals during their normal hours of business operation. When a monitoring review is attempted during normal business hours and the Provider is not home and has not notified the Sponsor in advance of them being gone for the mealtime, or if the Sponsor is denied entry to the DCH, or if it is unsafe for the Sponsor to enter the DCH, then any and all meals claimed to the CACFP for the whole day of the review must be disallowed by the Sponsor.

9. The Sponsor's monitoring plan provides a method whereby a supervisor knows the approximate travel route and destinations of the monitor staff member. The monitoring plan assures that monitoring reviews cannot be predicted by the Providers.
10. The Sponsor's Monitoring Plan includes the number of monitors, the duties included in the monitoring function, geographical areas assigned (if applicable), how assignments are made, when reviews are conducted, what types of reviews are conducted, and caseload size. The monitoring schedule for the FY must be submitted with this plan.
11. The Sponsor's Monitoring Plan includes description and priority of reviews and actions taken if entry into the facility (and including all of the facility) is unsafe or prevented or not otherwise possible or allowed during the scheduled hours of business operation. Information is available on file about the criteria in use to ensure that reviews are conducted at appropriate times. Standard procedures are in place for monitoring staff conducting any follow-up that is required. Monitors using their own vehicles for monitoring will use travel logs/mileage sheets or time sheets to document all travel for purpose of monitoring on all days that monitoring work occurs. Mileage will be documented by writing odometer or trip-meter readings for each trip and a list of homes visited to be monitored per day is maintained.  
and/or,  
Monitors record time in accordance with the Sponsor's written Travel and Personnel policies, and monitoring is verified by the Sponsor as indicated in the Sponsor's monitoring plan.
12. The Sponsor ensures that the MMS computerized monitoring list of all monitoring reviews is kept current and is readily available for review during the Sponsor's normal hours of operation.
13. Monitoring/Staffing Guidance:

The Sponsor employs sufficient monitoring staff: (7 CFR 226.16(b)(1):

1. to meet both Federal Staffing Standards and State Staffing Factors;
2. to ensure effective oversight; and
3. to monitor in accordance with federal regulations.

The Monitoring Plan includes:

1. the monitoring-related duties of each employee;
2. the estimated hours (FTE) spent on monitoring-related duties for each employee;
3. job descriptions;
4. amount of funds allocated to monitoring functions;
5. % of the Sponsor's administrative funding devoted to monitoring functions.

The Monitor Training Plan

The Sponsor's written plan for **training** their monitor/s is in accordance with MT CACFP Policy SH MT CACFP 2001-4, Rev 4, and is submitted as Attachment JJ of the Management Plan. The Attachment must include, at a minimum, the following components:

- a. Review of CACFP Management Manual for Day Care Homes;
- b. Review of Sponsoring Organization's Policies and Procedures;

- c. Review of CACFP Policies and Procedures;
  - d. Orientation of Minute Menu Web Kids software program for sponsors and providers;
  - e. Review of CACFP required monitoring forms;
  - f. Review of monitoring procedures to include attending reviews with an experienced monitor; and
  - g. Attendance at State agency annual training for Sponsoring organizations is required; these trainings will be web-based unless otherwise stated.
14. The Sponsor's meal disallowance policy is that meals not verifiable at a monitoring review are disallowed. Providers must post menus in a place that can be easily viewed by parents (preferably near the door the parents use). Posted menus must have current dates and be posted for the current week.
15. Acceptable MMS documentation of meals served and attendance includes completed MMS scanned forms, printed and dated menus generated from the MMS & current attendance records.
16. A Provider must have sign-in and sign-out sheets to document children's attendance and for a five day meal reconciliation to be performed. Sign-in and sign-out sheets must contain the child's full name (or an alternate name if required) and must be signed or initialed by the parent or guardian daily. If that is not possible, the Provider must sign the child in and out on the record and in addition, the parent or guardian must sign or initial the record the next day of service or at their next available opportunity.
17. The Sponsor ensures that claim disallowances by monitors are recorded on the review form and are reflected in the Provider's claims. (See Minute Menu Section) Providers are notified of disallowances and documentation of the disallowances is verifiable in file.
18. The Sponsor conducts complete Household Contact/Parent Surveys on 10% of enrolled Providers annually. These surveys may be random or criteria based. Surveys will be documented as well as corrective action plans and disallowances resulting from these surveys. Documentation will be retained on file and available for review during the Sponsor's normal hours of operation.
19. Where an imminent threat to the health and/or safety of the children in care or the general public exists, the Sponsor immediately notifies the DPHHS/QAD Child Care Licensing unit and follows their recommended course of action. The Sponsor also contacts the State agency for guidance prior to suspending the Provider's participation in the CACFP.
- 20. The Sponsor's:**
- a. 5-Day meal Reconciliation Procedures are included as Attachment EE.**
  - b. FTE Monitor Staffing Standards are Attachment FF.**
  - c. Household Contact/Parent Survey Procedures are Attachment GG.**
  - d. Meal Disallowance Policy is Attachment HH.**
  - e. Monitoring Plan addressing items 6, 7, 8, 10 and 11 is Attachment II.**
  - f. Monitor Training Plan is Attachment JJ.**